Voluntary Leave Transfer Program (VLTP)
Request Process - APPROVER

Where: Employee Leave Balance Page
Who: Approver
Timeframe: Anytime during pay period

Purpose:

An employee may request VLTP for the purpose of a medical emergency for themselves or a family member. In addition, an employee may request VLTP for military purposes for a family member. Appropriate medical/military documentation must be submitted to the NASA Shared Service Center Payroll Office (NPO) at **1-866-779-6772**.

Approver Procedure:

1. Approvers may access employees' leave request from the "List Timesheets" tab.

2. Follow the steps below:
    a. Choose the appropriate "Organization"
    b. Locate the employee
    c. Click the link under the Electronic Leave Form "ELF" column

3. A list of all pending leave forms for the employee is displayed. Select the "Edit" button to the right of the VLTP request that is "Pending Final Approval".

4. The Approver will have the option to "Approve", "Disapprove", or "Withdraw". The Approver will also be able to modify the request if necessary. Comments are required upon "Disapprove" or "Withdraw". As well, a pdf of the request may be viewed and printed by clicking the pdf icon to the right of the request number. Navigation to the pending or historical leave request lists is available to the far right in the header section.

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5. When "Withdraw" or "Disapprove" is selected, an "Are you sure?" dialogue box appears. Clicking "Withdraw (Yes)" or "Disapprove (Yes)" will generate an email to the employee, initiator, approver, Center Employee Relations office (ER) and NPO. Clicking "Withdraw (No)" or "Disapprove (No)" will take the approver back to the request to select another option.

6. When "Approve" is selected, an email is sent to the employee, initiator, approver, Center ER office and NPO notifying them that a request has been approved.

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7. The status is updated to "Final Approval by (Approver's Name) on (date)".

8. The request moves from the pending list on the Leave Balances page to the approved section on the Leave Balances page.

Approver Extension Procedure:

1. The Approver can "Extend" the request on the employee's behalf if necessary. An employee may extend a **CURRENT** VLTP request if 1) The currently approved medical condition is ongoing beyond the approved estimated end date. **ADDITIONAL SUPPORTING DOCUMENTATION MUST BE SENT TO NSSC FOR JUSTIFICATION.**

2. Click the link in the approved section of the request that needs to be extended. The request displays with the option to extend. Click "Extend Request".

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3. A yellow validation box appears. Follow the steps below:
   a. Enter a comment
   b. Click "Extend Request (Yes)"

4. Another yellow instruction box appears. Follow the steps below:
   a. Enter a new end date
   b. Click "Update"

5. After clicking "Update", the "Submit Extension" button will appear at the bottom of the form unless there are errors found. If errors are found, simply follow instructions for correction and click "Update" again.

6. Request successfully submitted. An email notification will be sent to the employee/initiator, approver, NPO, and Center ER notifying them that the request has been extended.

7. The request is routed to NPO for medical/military documentation acceptance. After NPO validates the new documentation, the request is routed back to the approver for final approval. The approver can edit the request at this time if necessary. Make changes and click update again to save. Click "Approve". Email notifications are sent to the employee, approver, NPO, and Center ER notifying them that the request has been approved.

Special Considerations:

- The request can be withdrawn by the employee/initiator, NPO, or the Approver any time prior to approval. After approval, the request must be terminated. The employee and NPO are the only roles that can terminate a request.
- Requests pending NPO review can be viewed by clicking on the "List Pending Request" link on the Leave Balance page. Historical requests can be viewed on the "List Historical Request" link just below the pending list link.
- The employee (or initiator) does not have the ability to modify the request once submitted (withdraw or apply comments are the only options). If changes are necessary, the employee should contact their approver or NPO.
- Medical documentation must be faxed to the NSSC Payroll office to complete the request and approval process. **NSSC fax number is 1-866-779-6772. For assistance, call the NSSC Customer Contact Center at 1-877-677-2123.**

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